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CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 9 October 1952

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 3 - 9 October 1952

I. Outstanding Achievements of the Week

1. Project 52-19, Revision of CIA Regulation ☐ Revision of CIA Regulation ☐ accomplished; approved by D/TR. On route to O&M for promulgation. ☐ does not require revision.
2. Project 52-44, Mission & Functions of TO's. CIA Regulation ☐ on TO's approved by D/TR. Regulation and covering memo sent to O&M. Regulation will be promulgated after favorable coordination with Agency DD's and AD's, as appropriate.

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2. Project 52-18, Training for New Personnel. Draft of proposed curriculum for Basic Intelligence Course in process of coordination and study by Chief, IT/D. CIA Regulation on Basic Intelligence Training in suspense until revised definition of "professional" is submitted by the Office of Personnel. Personnel has advised us that it will compile statistics on the numbers of professionals entered on duty over the past six months subsequent to its arrival at an accepted new definition of the term "professional." Assurance was further given that the new definition would include personnel in the lower grades recruited to fill slots in grades GS-7 and above.
3. Project 52-22, Chinese Language Project. Mr. Bagnall, FDD, called to advise us that he is progressing with the evaluation of the Chi-

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nese teaching materials that we have forwarded to him. In view of the fact that materials requiring evaluation are flowing in in dribblets, and in view of the rather large bibliography involved, action is being initiated to designate a target date for the receipt of this material, in order that the evaluation process may proceed efficiently.

4. Project 52-30, Seminar on International Labor Relations. A draft of a proposal for the establishment of a program on International Labor Problems has been received from [REDACTED]. This proposal will be reviewed by S/PP and the Chief, Programs Division. Recommendations on the proposal will then be made to the D/TR this date.

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5. Project 52-37, Collection and Source Exploitation Manual. Major attention has shifted from the acquisition of materials to the drafting of content for the manual. The acquisition phase is in essentially the same situation as last reported. One batch of copy has been forwarded informally to the DD/TR(G), and another is nearly ready for preliminary inspection.

6. Project 52-53, [REDACTED] Dictionary. Project in process.

7. Project 52-54, Revision of CIA Regulation [REDACTED] Completed recommendations for revision on a proposed draft statement for Regulation [REDACTED] covering the mission and functions of the Office of Training.

8. Project 52-56, Survey of O/TR(G) Requirements for Audio-Visual Aids. A survey is being conducted to determine what audio-Visual aids should be produced to assist each Division to carry out its mission. Special attention is being given to motion picture films to be prepared for illustrating various intelligence methods and techniques.

III. Contributions to Other Departments and Agencies

1. Project 52-36, Language Reference Materials. Memo for AD/IC completed. Coordinated with Chief, IS/D. Approved by D/TR. Submitted to AD/IC for action.

IV. Contributions by Others

1. None.

V. Requests for Special Training

1. None.



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